

**CONFIDENTIAL**

RECORDS MANAGEMENT NUMBER

Chief, Regulations Control Staff

26 SEP 1955

THRU : Chief, Management Staff  
Chief, Records Management Staff

Proposed Regulation No.  Authorization  
Designations and Revocations

1. Subject regulation is submitted for coordination.

2. Only two of the fifteen types of authorizations that must be on record are reported on a standard form. The remainder are reported by memorandum. In addition to being more expensive than a form to prepare, a memorandum on file in a folder requires more time to locate than a card in a visible or vertical file. A standard form is therefore needed. This regulation provides for the use of such a form.

3. Working level collaboration on the use of Form No. 725 and the implementing proposed regulation has been obtained from officials in FI/RI, and in the Offices of Logistics, Personnel, the Comptroller, and the Cable Secretariat. I do not believe that coordination with any components other than the above is necessary. AB distribution of this regulation is recommended. Mr.  extension  should be consulted for further information.

CONCURRENCE:

26 SEP 1955

Chief, Management Staff

RMS/R&C/JRH: PJ

Distribution:

Orig & 1 - Addressee

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